

SCSU Adjunct Faculty Newly Assigned Course Development Award Guidelines

The IFO contract (2021-23) includes new language to that allows Adjunct Faculty to apply for Course Development Awards from the Professional Improvement Funds (Article 19, section A, subd.4) for newly assigned courses. A newly assigned course is an existing course that an adjunct faculty member is assigned to teach for the first time. These funds will not be awarded to adjunct faculty for developing new courses or for course development from previous fiscal years or institutions. Adjunct faculty members, upon approval of complete application forms submitted within the deadline, may receive Newly Assigned Course Development Funds of \$250 for a 3 or 4 credit course.

An adjunct faculty member could apply for both a Professional Development Grant and a Newly Assigned Course Development Award in a given fiscal year. If the requested awards exceed available funds, Course Development Awards will be prioritized for adjunct faculty members who have not received any funding (Course Development Award or Professional Development Grant) in a given fiscal year.

Eligibility: Any adjunct faculty member who developed a newly assigned course during Academic Year 2022-23 (Fall 2022 and Spring 2023) is eligible. Adjunct Faculty New Course Development Award Applications must include course syllabi that includes all required information including a full assessment plan.

What is a newly assigned course? A newly assigned course is not a new course, but an existing course that an adjunct faculty member is assigned to teach for the first time. These funds are not available for newly assigned courses that were taught in terms/semesters prior to Fall 2022.

The Process: Adjunct Faculty member applying for Newly Assigned Course Development Funds must complete the application form (see below), and include the course syllabus as an attachment. The Department Chair/ Program Director, must then sign in acknowledgement on the application form that the course for which funds are sought is a newly assigned course. The Adjunct Faculty member must then submit the application form to their Dean's Office. Upon confirming that the course is a newly assigned course, the Dean signs the application form and forwards it to the Provost's Office for approval.

Funds: Funds for newly assigned course development come from 19A allocations for Adjunct Faculty. Specifically, a part of the funds provided to SCSU by the MinnState System Office (from a systemwide total of \$80,000 for FY23) is available to support new course development by Adjunct Faculty (2021-23 IFO-MinnState Master Agreement, Article 19, Section A, Subdivision 4). The other part will be made available for Adjunct Faculty professional development generally. Therefore, the Administration will work with the Faculty Association to determine the number of new course development opportunities that can be supported each year. The Adjunct Faculty members who developed a newly assigned course but did not receive the grant when they applied because of funds running out shall be given priority in the following year.

Deadline for Application: Fall Deadline: 4pm, October 15; Spring Deadline: 4pm, March 15.

